IT Project Planning Instructions

Information Technology Project Defined

The 1998 Senate Bill (SB) 5 defines an information technology project as a major computer, telecommunications, or other information technology improvement with an estimated cumulative cost of $250,000 or more and any new or used equipment or software for (1) improvements to existing equipment and any computer systems, programs, or software upgrades for it or (2) data, consulting, or other professional services for such a project. Cumulative cost means the total expenditures, from all funding sources, for any information technology project by one or more state agencies to meet project objectives from project start through project completion or termination.[1]

Information Technology Project Plan

SB 5 requires state agencies in all branches of government to prepare a project plan for information technology projects when the project has an estimated cost of $250,000 or more.[1,2] **The $250,000 threshold covers all funding *including internal* cost which may be associated with the project.** [4] The threshold is to be at least $125,000 budgeted/external cost. Internal cost alone will not be used to determine the $250,000 threshold. Internal costs are defined as state government staff associated with a parent task at least 50% of the time. After review of the Information Technology Project Plan, the Chief Information Technology Officer may recommend an amount to be included in the project budget to cover the cost of an appropriate level of independent oversight.[3]

Feasibility Study Report

Agencies with projects greater than $1.0 million will be required to submit a set of documents in addition to the project plan called a Feasibility Study Report. When Feasibility Studies have an estimated cost of $250,000 or more, the Feasibility Study is considered a project and requires CITO approval *prior* to execution. Agencies with projects of this magnitude should contact the Kansas Information Technology Office (KITO) regarding Feasibility Study Reports.

High-Level Project Plan

A high-level IT project plan must receive CITO approval prior to contract award and/or project execution.[4] This project plan is to include a cover letter signed by the agency head, DA506, DA518, DA519, Work Breakdown Structure (WBS) with milestones and Architectural Compliance along with a completed Agency Checklist for High-Level IT Project Plans .[1,2] Agencies will submit a risk assessment analysis (RAM) along with their High-Level IT Project Plan.[3] http://da.ks.gov/kito/ITProposedPlans.htm

One *digital* copy of the project plan is to be submitted at least four (4) weeks prior to contract award and/or project execution, to the CITO for your respective branch of government*. When the project plan has received CITO approval, a copy of the approved project plan will be sent to the Division of the Budget, the Joint Committee on Information Technology in care of the Legislative Chief Information Technology Officer, and to the Legislative Research Department. Receipt of the digital copy will facilitate in the quick distribution of these copies.

Specifications

Any task order, proposal or RFP specifications related to an approved project shall be submitted for CITO approval. KSA 75-7209 states all specifications for bids or proposals related to an approved information technology project of one or more state agencies shall be reviewed by the chief information technology officer of each branch of state government of which the agency or agencies are a part.[1,2,3]

All specifications for bids or proposals related to an approved IT project shall now be approved by the CITO.[4]

If a variance of 10% or more in time or cost to the approved high-level project plan would occur at the time of vendor selection, a revised high-level project plan has to be submitted for CITO approval and the CITO's approval shall be received, ***prior*** to contract award. The CITO will notify JCIT of such events as per their request.

Detailed Project Plan

Once the final contracts are awarded, the high-level project plan will need to be updated with detailed information and receive final CITO approval. As required by statue and reinforced by the JCIT, the detailed project plan must receive CITO approval ***prior*** to project execution.
http://da.ks.gov/kito/ITProposedPlans.htm

Projects with multi-year financing should be divided into subprojects of approximately 12 months. Subprojects should include deliverables and benefits or gains which can be identified. Subprojects do not necessarily run sequentially, they may be overlapping. CITO approval for the overall intent of the project, along with approval for the first subproject is provided. Updated plans are then provided to the CITO prior to the start of each subsequent subproject for approval.

> Overall Detailed Project Plan
>
> The overall detailed project plan includes a copy of the completed documents DA506, DA518, DA519, Work Breakdown Structure (WBS),Work Product Identification (WPI), Architecture Statement, Security Statement, Privacy Statement, Web Accessibility Statement, Electronic Record Retention Statement, and a cover letter signed by the agency head requesting project approval along with a completed Agency Checklist for Detailed IT Project Plan. Agencies will submit a risk assessment analysis (RAM) along with their Detailed IT Project Plan.[3]
>
> Subproject Detailed Project Plan
>
> Another set of documents needs to be submitted when requesting approval for each subproject. At a minimum this includes a DA518, WBS and WPI. Subsequent subproject plans should also include any revisions to documents from the overall project plan.

One ***digital*** copy of the detailed project plan is to be submitted at least four (4) weeks prior to the project execution date, to the CITO for your respective branch of government*. When the project plan has received CITO approval, a copy of the approved project plan will be sent to the Division of the Budget, the Joint Committee on Information Technology in care of the Legislative Chief Information Technology Officer, and to the Legislative Research Department. Receipt of the digital copy will facilitate in the quick distribution of these copies.

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Agency Checklist of Proposed IT Project Plan -

Each proposed project plan should include a completed checklist.

Information Technology Project Request Explanation - DA518

An Information Technology Project Request Explanation form (DA518) must be prepared for every project proposed. Subprojects proposed for the out years need not be described to the same extent as subprojects proposed for the budget year. In proposing information technology projects, agencies should be realistic in assessing the need for a particular project, specifically in relation to financing methods and availability. Following are some of the basic instructions for completing the DA518.

<u>Item 1</u>, enter a brief title of the project and the agency name. Care should be exercised in the choice of terminology to assure the title clearly reflects the nature and scope of the proposed project, not a stand-alone acronym.
<u>Item 2</u>, enter the priority designation assigned to the project. Agencies should assign priority designations irrespective of the fiscal years f or which the projects have been proposed. The highest priority would receive a “1,” the next highest a “2,” etc.
<u>Item 3</u>, provide the estimated starting and ending date of the project. The estimated planning start date is when the agency begins its formal planning work. KSA 75-7102 (j) 'Project Start' means the date and time when a state agency begins a formal study of a business process or technology concept to assess the needs of the state agency, determines project feasibility or prepares an information technology project budget estimate under KSA 2000 Supp. 75-7209 and amendments thereto. The estimated close-out end date is when the agency has completed project close-out activities including by not limited to completion of the Post Implementation Evaluation Report (PIER).
<u>Item 4</u>, provide a description of, and justification for, the project**.** This should include an analysis of project activities and needs. Explanations should cover the intended uses and improvements to existing information technologies. Please note if the project is in your current three-year information technology plan. The detailed project description and justification must contain the following information:

1. An analysis of the programs, activities, needs, and intended uses for the additional or improved information technology.

2. A statement of project scope, including identification of the organizations and individuals to be affected by the project, and a definition of the functionality to be achieved by the project.

3. An analysis of the alternative means by which such information technology needs and uses could be satisfied.

4. Include project goals and objectives. The relationship between project goals and agency goals should be discussed as well as the goals of the State Information Management (SIM) plan. The justification should cover mandated changes, cost savings, as well as service enhancements. The project justification is a key part of the information technology project plan. The plan will be evaluated based on a number of considerations, such as:

- Ø Data sharing
- Ø Hardware and software sharing
- Ø Design sharing
- Ø Deliverables

You may attach a separate sheet if more space is required.

Item 5, Space is available to report the estimated costs associated with the project. Include these costs by category of expenditure, then show a total. When project costs are reported, they should include the costs associated with planning, execution and close-out. The cost is for all years through close-out.

Item 6, Indicate the name, start date, end date, and internal and external cost of each subproject. Internal costs include the direct cost of state government staff. When project costs are reported they should clearly show the costs associated with planning, execution and close-out. Again, provide totals**.**

Item 7, This item calls for the amount of financing by funding source. Enter in the appropriate column the amounts necessary to show the total cost of the project by fiscal year. If the project will be financed from sources other than the State General Fund, the amounts should be placed in Columns 2 through 5, with the columns labeled with the proper funding source.

Information Technology Cost-Benefit Statement - DA519

An Information Technology Project Request Explanation form (DA519) must be prepared for every project proposed.

This form will assist with the preparation of an information technology project cost benefit statement, as required by SB 5.

Item 1, enter a brief title of the project and the agency name. Care should be exercised in the choice of terminology to assure the title clearly reflects the nature and scope of the proposed project, not a stand-alone acronym.

Item 2, provide the estimated starting and ending date of the project. Project Months is populated automatically based on starting and ending dates entered (mm/dd/yyyy).

Item 3, enter Agency name.

Item 4, enter project director/manager name.

Item 5, provide an explanation of Qualitative and Quantitative Savings derived as outlined in Item 6. These savings are a method of justifying why your agency needs to spend money. It is a method of knowing where to invest money to keep your agency growing. Qualitative and Quantitative Savings should clearly document the savings and benefits from the solution. They are designed to clearly and concisely communicate the value proposition of the proposed solution. Interviewing customers is often used to provide real world validation.

You may attach a separate sheet if more space is required.

Item 6, Qualitative and Quantitative Savings Estimates are detailed with saving estimates description and estimated amounts by State Fiscal Year (SFY).

When figuring soft and hard dollar savings, think about the four categories listed below and the examples of savings.

Cost Avoidance (Soft Dollars)

Labor Savings - the savings due to expected headcount reduction from implementing the planned project.

Productivity Benefits - the gains in user productivity from implementing a solution, including reductions in system downtime or efficiency gains in performing specific user tasks. Often, productivity benefits are discounted, to account for the fact that not all of the productivity gains will yield a gain in productive work time.

Cash Savings (Hard Dollars)

Capital Expense Reductions - the savings in expenses such as office supplies, printing costs, power or facilities expenses from implementing the planned project.

Business Benefit - the gains in profit resulting from revenue.

Examples of Savings:

Testing Labor Avoidance (creating a more stable foundation that eases the testing burden and helps ensure quality)

Maintenance Labor Avoidance (reduce the maintenance burden, so critical development resources can focus on strategic business issues)

Deployment Acceleration (enterprise installation done easily through a login script, batch file or third party software installer)

Downtime Loss Avoidance (lost productivity)

Support (saving time and money of help desk resources, eliminating costly technical support calls)

Evolve (components are reusable, portable across platforms and updated to integrate new technologies, saving time, money and resources during application evolution).

Item 7, enter the Project Costs. This figure should match the total found in Item 5, 6 and 7 of form DA 518. Net Cost Benefit, Cost Benefit per Month and Calendar Months to Break Even are automatically populated based on information entered into the form. The formula used to calculate these figures is found in the bottom left-hand corner of the DA 519.

Item 8, enter estimated Ongoing Cost. These are operational/maintenance cost from any source of funds, for three ensuing state fiscal years after project execution.

Information Technology Project Costs - DA506

This form is used to show the detailed budget costs by object code for the current and budget year for an information technology project. In the column "FY 2006 Approved," report the amounts in your approved FY 2006 budget for the project. In the column labeled "FY 2006 Revised," report any revisions in cost from your approved budget. Finally, in Column "FY 2007 Estimate," report the cost estimate for the budget year.

Because the DA506 is only a subset of all the estimates included in the annual budget submission, the estimates presented on this form for a given project must be included in the appropriate place within the budget and added into the totals. A new project estimated to cost $250,000 or more would most likely be requested as an enhancement. However, the project could be included in the "current service" budget if offsetting reductions are made in other expenditure categories to stay within the allocation amount determined by the Division of the Budget.

Work Breakdown Structure (WBS) @ 80 hour level

The WBS must show the execution start date to clearly establish when formal execution work begins. This could be announcement of project execution start by a steering committee, award of bid or task order, signing of contracts, etc. The WBS contains the following columns:

- Task Number (ID): [Work breakdown structure number for the task]
- Task Name: [tasks should be descriptive and shown using less than or equal to 80 person/hours of effort]
- Work: [planned total person/hours of effort of all resources for the task] *
- Start: [Date the task begins]
- Finish: [Date the task finishes]
- Dependencies (Predecessors): [A link between tasks. A dependency controls the start or finish of one task relative to the start or finish of another task or tasks.]
- Resource Names: [assigned to the task]
- Milestone: [Significant events that will be reached in the project or imposed upon the project.]

*Note: All hours shown in this plan must represent effort (person/hours), not elapsed calendar time and must include hours from all resources including internal staff.

Work Project Identification Form - ITEC PM02-6

While the deliverables list is a compilation of information identified in the WBS, it is useful to maintain a separate list since deliverable completion can be a key metric of project progress. Separate tracking of deliverables will help keep the project on track.

Architectural Statement - ITEC Policy 4010
http://da.ks.gov/itec/Documents/ITECITPolicy4010.htm
http://www.da.ks.gov/itec/Documents/ITECITPolicy7500.htm
This element in the information project plan is a written statement of compliance regarding the products and standards that will be followed for the acquisition and development of equipment, software, communications, and other technologies employed to accomplish the project. If different, explain.

Privacy Statement – The Privacy Act of 1974, Health Insurance Portability and Accountability Act 1996 (HIPPA)
http://www.usdoj.gov/foia/privstat.htm
http://aspe.hhs.gov/admnsimp/
Description of how the project will address data privacy issues. (If privacy issues are not relevant to this project, explain why). Description of privacy issues must address:

1. What information is collected that identifies individuals, organizations or computers?
2. Why the information is collected.
3. How the information will be used.
4. Opportunities for individuals or organizations to have all or part of their attributes excluded from the database.
5. How the privacy provision included in this project help implement the 1974 Privacy Act as interpreted for information technology by the General Accounting Office.
6. If your agency is subject to other requirements, such as HIPPA, what are the items you are required to comply with?
7. Estimate of the total cost of addressing privacy issues in the project.

Security Statement - ITEC Policy 4210, 7220, 7230
http://www.da.ks.gov/itec/Documents/ITECITPolicy4210.htm
http://da.ks.gov/itec/Documents/itecitpolicy4220-7220R1.doc
http://da.ks.gov/itec/Documents/itecitpolicy4230-7230R1.doc
http://da.ks.gov/itec/Documents/ITECITPolicy7230A.pdf
http://www.da.ks.gov/itec/Documents/ITECITPolicy7500.htm
http://da.ks.gov/itec/Documents/ITECITPolicy4300.htm
http://da.ks.gov/itec/Documents/ITECITPolicy4310.htm
This element in the information project plan is a written statement of compliance regarding security measures, technologies used, and compliance with policy and standards that will be followed in this project. If different, explain.

Web Accessibility Compliance Statement - ITEC Policy 1210
http://da.ks.gov/itec/Documents/ITECITPolicy1210.htm
This element in the information project plan is a written statement of compliance with web accessibility compliance features in accordance with ITEC Policy 1210. If different, explain why, or if no web accessibility compliance features are included in this project, explain why.

Electronic Record Retention Statement (address each question outlined in KSA 45-403 and KSA 45-213 through 45-223 http://www.kshs.org/government/records/stategovt/recordslaw.htm)

Government records are public property and cannot be destroyed without authorization from the State Records Board or through an approved retention and disposition schedule (K.S.A. 45-403) unless specifically exempted, government records are to be kept open for public inspection (K.S.A. 45-213 through 45-223). Electronic information systems present unique records management challenges. The following questions need to be addressed when requesting CITO approval of information technology projects.

1. For each business function supported by the proposed system, what paper records are being replaced and which will continue to exist in both paper and electronic form.
2. What new business functions will be implemented?
3. For each business function identified in 1. and 2. above, what are the legal, regulatory or operational reasons for performing it?
4. What legal, regulatory or operational requirements, including State Records Board approved retention schedules, exist for keeping records related to each business function?
5. Will any of the data necessary to document the business functions either be maintained in another system within the agency or in a system outside the agency? If so please specify.
6. What are the legal, regulatory or operational requirements to providing public access to the records?
7. What are the legal, regulatory or operational requirements for controlling access to the records in order to ensure confidentially?

Risk Assessment Model (RAM)

The Risk Assessment Model (RAM) is a tool that assists the CITO and state project managers with quantifying and summarizing information on technology project risks. The model breaks down IT project risk into several categories: Strategic, Financial, Project Management, Technology and Change Management/Operational. A project receives a risk "score" in each category-- the scores are ultimately scaled against a calibrated index to show high, medium and low risk. A summary of the risks is presented graphically in terms of red, amber or green in each risk category, providing a simple yet vivid risk "picture". The objective of such information is to provide the CITO and the project manager with focus areas for risk mitigation. A copy of the summary of the risks is submitted with the IT project plan.[3] For a CD with the RAM application, please contact the KITO at (785) 368-7093.

Fiscal Note

A copy of fiscal notes related to the project and/or cost associated with the project should be attached with the plan.[4]

1 = KSA 75-7201 thru 75-7212 -- http://da.ks.gov/itec/ReferenceMain.htm

2 = ITEC Policy 2400 -- http://da.ks.gov/itec/Documents/ITECITPolicy2400.htm

3 = ITEC Policy 2510 -- http://da.ks.gov/itec/Documents/ITECITPolicy2510.htm

4 = JCIT August 2004 Recommendations -- http://da.ks.gov/kito/documents/JCITMins200408.pdf